

THE HONG KONG DANCE ALLIANCE
seeks the following:

ARTS ADMINISTRATION TRAINEE

The Hong Kong Dance Alliance (www.hkdanceall.org) is a non-profit-making body which supports and promotes all forms of dance in Hong Kong. Our projects include publishing the bi-monthly magazine *dancejournal/hk*, presenting new work by young choreographers and organizing the annual Hong Kong Dance Awards.

We are seeking candidates for a fixed term internship (minimum 1 year) at our office in Wong Tai Sin. This is an excellent opportunity to gain experience and learn more about working in arts administration and in the dance field.

Duties include: general administrative support; helping to manage a variety of projects; working on *dancejournal/hk* and translation.

Candidates should meet the following criteria:

- Graduates of a tertiary institute, preferably obtained within the last three years
- 1-2 years relevant working experience and/or academic background in arts administration.
- Fluent Chinese and English, written and spoken.
- Proficiency in MS Office.
- Good interpersonal and communication skills.
- Experience in editing/layout, knowledge of InDesign and Photoshop CS2 an advantage.
- Enthusiastic about the arts, willing to learn, good team player.
- Immediate availability preferred.

We offer a 5 day week and generous annual leave.

Interested candidates should send their full c.v. in English, stating their current and expected salary and date of availability by e-mail to admin@hkdanceall.org or by post to The Administration and Project Manager, Hong Kong Dance Alliance, G/F, 110 Shatin Pass Road, Wong Tai Sin, Kowloon.

Data received will be used for recruitment purposes only.



The Arts Administration Internship Scheme is supported by the
Hong Kong Arts Development Council